



Human Resources Newsletter

April 2007

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Director's Notes

Congratulations to all DHRs and NSPS Transition Managers! 15 April 2007 marked the date of a most successful conversion to NSPS in IMCOM and other Army organizations in Europe, and across the Army. Your tireless efforts to “get things right” have paid great dividends: Of the total 25,883 personnel records transferred to NSPS Army-wide, only 247 contained errors, for a total error rate of .01 percent. In Europe, a total of 3,672 employees transferred under NSPS, including more than 2,400 in IMCOM-Europe alone, with only 27 errors!

We will not rest on these laurels, however. A host of business rules still needs to be put in place. We are working feverishly to get these written and coordinated. We will post all NSPS guidance and the new business rules, which will include the latest senior executive leader decisions, on our webpage for your use and guidance.

The 15 to 20 April 2007 IMCOM Multifunctional Conference in Kansas City, Missouri, which was held in conjunction with the AUSA symposium, was an outstanding opportunity to get up to speed on the direction the Department and IMCOM are heading, and to learn about current issues and initiatives in IMCOM. I was impressed with the quality of the speakers at the symposium – what a powerful message many of them have sent!

I also appreciated the presence of so many DHRs or their representatives at the conference, and especially the most



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GoArmyEd Training - HQ ACES and IMCOM ACES will conduct a Current Issues ACES GoArmyEd Training Workshop for 50 ACES personnel from 11 to 12 June 2007 in Southbridge, Massachusetts. IMCOM-Europe was given 4 of the 50 allocations for this workshop. When they return, the four nominees will be expected to provide training to members of the education centers and installations.

USCENTCOM Solicitation - The USCENTCOM solicitation for downrange is in limbo as a result of its not being approved and signed in time for the contract to be awarded by 1 June 2007.

Credentialing Opportunities On-Line (COOL) - Credentialing Opportunities On-Line (COOL) is a resource for Soldiers who want to know how civilian credentials relate to their MOSs and how to obtain them. Credentialing requirements information currently includes enlisted MOSs only. Plans are being developed to add warrant officer MOSs. Current plans do not include MOSs for officers. Officers can obtain general information from the following Department of Labor websites:

- COOL website at <https://www.cool.army.mil/>.
- America's Career Information Network (ACINet) (under *Licensed Occupations*) at <http://www.acinet.org/>.
- America's CareerOneStop - Workforce Credentials Information Center at <http://www.careeronestop.org>.



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The Army Records Information Management System (ARIMS) – ARIMS must be used in all activities that create Army records. ARIMS is used to create an office records list (ORL). The ORL includes instructions that indicate the type of record, a description of the record, the disposition authority, and standard record numbers. Garrison records managers are responsible for training and ensuring their customers use ARIMS and comply with AR 25-400-2. For more information about ARIMS, call DSN 370-3920.

Freedom of Information/Privacy Act Data Systems – The Department of the Army uses the Freedom of Information and Privacy Acts Case Tracking System (FACTS) at <http://www2.arims.army.mil/foia/FoiaMain.asp> to capture statistics about the FOIA/PA Program. FACTS is used to identify trends, costs, and processing time for each case. Each case is put into FACTS by the responsible FOIA office and closed out accordingly. In addition to using FACTS, IMCOM-Europe FOIA/PA officers must also use the Army in Europe FOIA Management System at <https://aepubs.army.mil/foia>. Entering FOIA/PA actions in both systems is necessary to capture FOIA/PA data at both the national and regional levels. For more information about FACTS and the Army in Europe FOIA Management System, call DSN 370-3920.



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Administrative Services (Continued)

Postage-Price Increase Coming - U.S. Postal Service price changes and new mailing standards go into effect on 14 May 2007. This includes the 41-cent cost for first-class stamps. The Postal Service Board of Governors delayed implementation of new periodical prices and mailing standards until 15 July 2007. The proposed standards are published at <http://www.usps.com/ratecase>. This site also provides rate charts and other information. For more information about postage-price increases, call DSN 370-3219.

Procedures for Changing Meterhead Postage Rates - On 14 May 2007, official mail managers must connect the IntelliLink Control Center (meterhead) to the Postage-by-Phone System. To do this—

- Press the *FUNDS* key.
- Select *GET POSTAGE BY PHONE BALANCE*. The system dials Pitney Bowes to connect to your account. When the connection is made, the system will automatically download all new updates that are available and display your Postage-by-Phone System balance.
- Select *DONE* to return to the main screen.
- **DO NOT REFILL METER.**

For more information about the procedures for changing meterhead postage rates, call DSN 370-3219.



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Administrative Services (Continued)

Postage-Meter Readings - According to DOD 4525.8-M, paragraph C2.11.4.1, a daily record of meter readings must be maintained on each meter. Official mail distribution centers (OMDCs) with metering systems that capture these readings may use system-generated records of the previous 12 months of meter activity instead of PS Form 3602-A (ascending and descending totals). For more information about postage-meter readings, call DSN 370-3219.

Postage-Meter Training - Official mail managers must establish an initial refresher training program to ensure that all mail clerks working in their OMDC can proficiently use the new DM 800 or DM 500 digital mailing systems. For more information about this training requirement, call DSN 370-3219.



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Army Substance Abuse Program

Joint Commission Survey - The Joint Commission survey dates are set for 7 through 9 May 2007.

Staff Assistance Inspection - The Army Center for Substance Abuse will conduct a staff-assistance inspection of the USAG Heidelberg ASAP from 14 through 23 May 2007.

Civilian Personnel

Awards - Award nominations that are sent to IMCOM-Europe for reviewing and forwarding to HQ IMCOM must include the award justification and the proposed citation as MS Word files.

Pay Setting and Salary Determination Guidance - Since the conversion to NSPS took effect on 15 April 2007, the process for setting pay for new hires, promotions, and reassignments has changed. Under the new procedures, the NSPS Salary Determination Form (Army SC1930 - Appendix 2) must be completed according to DOD and Army Pay Setting Guidance, SC1930, and HQ IMCOM Pay Setting Implementing Issuance #4. Before the CPAC may offer a prospective employee a salary, this form must be signed and dated by the supervisor, the intermediate authorized management official, and the authorized management official. The HRD, HQ IMCOM-Europe, will issue additional guidance soon. In the meantime, managers and supervisors can find a copy of the form at http://www.imcom-europe.army.mil/sites/divisions/docs/NSPS_Paysetting_Form.doc.



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Military Personnel

PSDR – After exhaustive coordination and planning, IMCOM-Europe has identified 44 overhire positions to be filled in support of the Personnel Services Delivery Redesign (PSDR). These positions will ensure a smooth transition to the FY 08 TDA and full PSDR implementation.



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Visit the IMCOM-Europe DHR webpages!

USAG Bamberg

<http://www.bamberg.army.mil/sites/directorates/dhr.asp>

USAG Baumholder <http://www.baumholder.army.mil/sites/directorates/dhr.asp>

USAG Benelux

<http://www.usagbenelux.eur.army.mil/sites/directorates/human.asp>

USAG Brussels

<http://www.usagbrussels.eur.army.mil/sites/directorates/human.asp>

USAG Darmstadt

<http://www.darmstadt.army.mil/sites/directorates/human.asp>

USAG Garmisch

<http://www.garmisch.army.mil/sites/directorates/adjutant.asp>

USAG Grafenwöhr

<http://www.grafenwoehr.army.mil/sites/directorates/human.asp>

USAG Hohenfels

<http://www.grafenwoehr.army.mil/sites/directorates/human.asp>

USAG Kaiserslautern

http://www.kaiserslautern.army.mil/sites/directorates/dhr_default.asp

USAG Stuttgart

<http://www.stuttgart.army.mil/sites/directorates/adjutant.asp>

USAG Wiesbaden

<http://www.wiesbaden.army.mil/sites/directorates/human.asp>